

# 2011 November Training

## Training Support Department

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[CHPTCIVTRNGOMB@USMC.MIL](mailto:CHPTCIVTRNGOMB@USMC.MIL)

DATE/TIME ROOM	COURSE	COMPETENCY	DESCRIPTION	DEPT.
1 NOV 8 NOV  21 NOV (RM: 210)  TIME: 0800-1600  PLACE: T&E BLDG RM: 205	MILITARY SPORTBIKE RIDER COURSE  (MSRC)	MANDATORY  SAFETY	THE MILITARY SPORTBIKE RIDER COURSE IS DESIGNED TO ENHANCE ABILITIES OF THE SPORTBIKE RIDER. EMPHASIS IS PLACED ON ADVANCED RIDING SKILLS AND HANDLING EMERGENCY SITUATIONS. THIS REQUIRED COURSE OF INSTRUCTION MUST BE CONDUCTED WITHIN 120 DAYS AFTER THE BASIC RIDER COURSE.	CAPE FOX
2-3 NOV 16-17 NOV  TIME: 0745-1600  PLACE: T&E BLDG RM: 205	BASIC RIDERS COURSE (BRC)	MANDATORY  SAFETY	THE BASIC RIDERS COURSE (BRC) IS MANDATORY FOR PERSONNEL TO OPERATE A MOTORCYCLE ABOARD MCAS CHERRY POINT. PARTICIPANTS ARE REQUIRED TO SUPPLY A MILITARY ID, LICENSE OR LEARNERS PERMIT, REGISTRATION, AND PROOF OF INSURANCE UPON REGISTERING FOR THE COURSE.	TSD
2 NOV 16 NOV 30 NOV  TIME: 0745-1600  PLACE: T&E BLDG RM: 205	ALL TERRAIN VEHICLE COURSE (ATV)	MANDATORY  SAFETY	THE ALL TERRAIN VEHICLE COURSE (ATV) IS MANDATORY FOR PERSONNEL TO OPERATE AN ATV ABOARD MCAS CHERRY POINT. PARTICIPANTS ARE REQUIRED TO SUPPLY A MILITARY ID, LICENSE OR LEARNERS PERMIT, REGISTRATION, AND PROOF OF INSURANCE UPON REGISTERING FOR THE COURSE.	CAPE FOX
3 NOV RM: 158  10 NOV RM: 150  17 NOV RM: 223  TIME: 0800-1600  PLACE: T&E BLDG	CARDIO- PULMONARY RESUSCITATION (CPR)  CARDIO PULMONARY RESUSCITATION / FIRST AID / ENVIRONMENT AL EMERGENCIES	REQUIRED  JOB SPECIFIC	LEARN THE BASICS OF CARDIOPULMONARY RESUSCITATION (CPR). CPR IS A COMBINATION OF RESCUE BREATHING AND CHEST COMPRESSIONS DELIVERED TO VICTIMS THOUGHT TO BE IN CARDIAC ARREST. WHEN CARDIAC ARREST OCCURS, THE HEART STOPS PUMPING BLOOD. CPR CAN SUPPORT A SMALL AMOUNT OF BLOOD FLOW TO THE HEART AND BRAIN TO "BUY TIME" UNTIL NORMAL HEART FUNCTION IS RESTORED.	TSD

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7 NOV  TIME: 0745 - 1600  PLACE: T&E BLDG RM: 205	REMEDIAL DRIVERS TRAINING	SAFETY	THE ATTITUDINAL DYNAMICS OF DRIVING CLASS IS DESIGNED BY THE NATIONAL SAFETY COUNCIL, TO FACILITATE INSTRUCTION FOR PERSONNEL TO MAKE THE RIGHT CHOICES IN THEIR DECISIONS WHILE DRIVING, IN AN EFFORT TO REDUCE THE INCIDENT RATE AMONG THE DRIVING POPULATION. COURSE INCLUDES 8 HOURS OF SELF ASSESSMENTS AND UNDERSTANDING THE PRINCIPLES OF WHY DRIVERS CONDUCT THEMSELVES AS THEY DO, BASE REGULATIONS AND STATE APPLICABLE LAWS.	CAPE FOX
14-15 NOV  TIME: 0800-1600  PLACE: T&E BLDG RM: 150	FORKLIFT OPERATORS COURSE	REQUIRED  JOB SPECIFIC	THIS COURSE IS FOR INDIVIDUALS THAT ARE RESPONSIBLE FOR OVERSEEING OR OPERATING A FORKLIFT. THE FIRST DAY CONSISTS OF CLASSROOM INSTRUCTION AND THE SECOND DAY WILL BE PRACTICAL APPLICATION WITH HANDS ON OPERATION.	TSD
9 NOV 15 NOV 22 NOV  TIME: 0745 - 1600  PLACE: T&E BLDG RM: 205	EXPERIENCED RIDER COURSE	MANDATORY  SAFETY	THE EXPERIENCED RIDER COURSE IS DESIGNED TO ENHANCE ABILITIES OF THE CRUISER RIDER. EMPHASIS IS PLACED ON ADVANCED RIDING SKILLS AND HANDLING EMERGENCY SITUATIONS. THIS REQUIRED COURSE OF INSTRUCTION MUST BE CONDUCTED WITHIN 120 DAYS AFTER THE BASIC RIDER COURSE.	CAPE FOX
15 NOV  TIME: 0745-1600  PLACE: T&E BLDG RM: 137	ADVANCED RIDERS COURSE-MSF	MANDATORY  SAFETY	THE MOTORCYCLE SAFETY FOUNDATION ADVANCED RIDER COURSE IS DESIGNED TO ENHANCE RIDER ABILITIES AND TEACH SPORTBIKE TECHNIQUES TO BOTH THE CRUISER AND SPORTBIKE RIDER. EMPHASIS IS PLACED ON FASTER TURNING ABILITIES, QUICKER AND SHORTER STOPPING DISTANCE, AND HANDLING EMERGENCY SITUATIONS. THIS REQUIRED COURSE OF INSTRUCTION MUST BE CONDUCTED WITHIN 120 DAYS AFTER THE BASIC RIDER COURSE HAS BEEN COMPLETED. THIS COURSE IS OPEN TO BOTH CRUISERS AND SPORTBIKES.	TSD
17-18 NOV  TIME: 0800-1700  PLACE: T&E BLDG RM: 221	OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA) 10HR - CONSTRUCTION INDUSTRY	SAFETY	EMPLOYEES REQUIRING ANNUAL OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA) 10 AWARENESS.  WHAT IS COVERED: THE 10-HOUR PROGRAM IS INTENDED TO PROVIDE A VARIETY OF TRAINING ON CONSTRUCTION INDUSTRY SAFETY AND HEALTH TO ENTRY LEVEL WORKERS.	TSD
18 NOV  TIME: 0800-1700  PLACE: T&E BLDG RM: 148	BASE HUNTER ORIENTATION	SAFETY	THIS COURSE INCLUDES INFORMATION ABOUT HUNTER RESPONSIBILITY, WILDLIFE IDENTIFICATION/CONSERVATION/MANAGEMENT, FIREARMS, SURVIVAL AND FIRST AID, SPECIALTY HUNTING AND TREE STAND SAFETY.	EAD

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22 NOV  TIME: 0800-1600  PLACE: T&E BLDG RM: 221	8 HR HAZWOPER REFRESHER	SAFETY	HAZARDOUS WASTE ANNUAL REFRESHER IS AN 8-HOUR COURSE THAT PROVIDES HAZARDOUS WASTE WORKERS WITH UPDATED REGULATORY AND TECHNICAL INFORMATION NEEDED TO PERFORM THEIR DUTIES SAFELY AND IN COMPLIANCE WITH LEGAL AND NAVY/MARINE CORPS POLICY REQUIREMENTS. RCRA REGULATION 40 CFR 264.16(C) AND 265.16(C) REQUIRES ANNUAL REVIEW OF INITIAL HAZARDOUS WASTE TRAINING.	EAD
28 NOV  TIME: 0800-1700  PLACE: T&E BLDG RM: 221	NC CHILD PASSENGER SAFETY SEAT RENEWAL/RECE RTIFICATION COURSE	SAFETY	COURSE DESCRIPTION: ***** THIS IS NOT AN UPDATE/REFRESHER CLASS*****  THE RENEWAL COURSE PROVIDES A BRIEF OVERVIEW OF THE TECHNICAL INFORMATION CONTAINED IN THE MOST RECENT VERSION OF THE NHTSA CPS CERTIFICATION CURRICULUM, VERIFIES TECHNICAL SKILLS THROUGH HANDS-ON TESTING, AND ASSESSES CPS KNOWLEDGE THROUGH AN ON-SITE WRITTEN TEST. UPON SUCCESSFUL COMPLETION OF THIS CLASS, TECHNICIANS WILL BE RECERTIFIED. THIS COURSE IS MEANT FOR EXPIRED CPS TECHNICIANS WHO HAVE MAINTAINED THEIR CHILD PASSENGER SAFETY KNOWLEDGE AND THEIR HANDS-ON SKILLS. IT IS EXPECTED THAT STUDENTS ATTEMPTING TO RENEW THEIR CERTIFICATIONS STAYED INVOLVED IN CPS PROGRAMS AND ACTIVITIES, HAVE KEPT UP WITH CHANGES IN THE FIELD BY READING TECHNICAL UPDATES, ATTENDING OTHER CPS CLASSES, AND WORKING WITH NON-EXPIRED TECHNICIANS TO KEEP THEIR INSTALLATION SKILLS CURRENT, BUT WHO - FOR ONE REASON OR ANOTHER - ALLOWED THEIR CERTIFICATIONS TO EXPIRE. UPON SUCCESSFUL COMPLETION OF THIS CLASS, TECHNICIANS WILL BE RECERTIFIED.	TSD
29 NOV THRU 02 DEC  TIME: 0800-1700  PLACE: T&E BLDG RM: 221	NC CHILD PASSENGER SAFETY SEAT TECHNICIAN W/CLINIC	SAFETY	CERTIFICATION COURSES COMBINE CLASSROOM INSTRUCTION, HANDS-ON WORK WITH CAR SEATS AND VEHICLES, AND A COMMUNITY CPS CHECKUP EVENT WHERE STUDENTS DEMONSTRATE PROPER USE AND INSTALLATION OF CHILD RESTRAINTS AND SAFETY BELTS AND THEN TEACH THESE SKILLS TO PARENTS. SUCCESSFUL COMPLETION OF THIS COURSE CERTIFIES THE INDIVIDUAL AS A CPS TECHNICIAN FOR TWO YEARS.  SCHEDULE: 11/29 - Initial Certification Technician - Day #1 0900-1700 Bldg 4335 Room 221  11/30 - 12/01 - Initial Certification Technician - Day #2 & Day #3 0800-1700 Bldg 4335 Room 221  12/02 - Initial Certification Technician - Day #4 0800-1200 Bldg 4335 Room 221  Initial Certification Technician Required Seat Check - Day #4 1400-1600 Main Gate/Pass & ID	TSD

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<p>2 NOV</p> <p>TIME: SESSION 1: 1000 - 1100</p> <p>SESSION 2: 1400 - 1500</p> <p>PLACE: T&amp;E BLDG RM: 171</p>	RECORDS MANAGEMENT TRAINING	MANDATORY	WHO SHOULD ATTEND: ANYONE THAT DOES NOT HAVE ACCESS TO A COMPUTER TO TAKE GOVERNMENT MANDATED RECORDS MANAGEMENT TRAINING ONLINE	TSD
<p>3 NOV (RM: 227)</p> <p>9 NOV 15 NOV (RM: 235)</p> <p>TIME: SESSION 1: 0800-1100</p> <p>SESSION 2: 1230-1530</p> <p>PLACE: T&amp;E BLDG</p>	ANNUAL MANDATORY PERSONALLY IDENTIFIABLE INFORMATION (PII) & INFORMATION ASSURANCE (IA) TRAINING	MANDATORY	<p>In accordance with 5 CFR 930.301 and MARADMIN 118/11 Annual Cyber Awareness Training (paragraph 2), the following training is required for all DOD Marines, Sailors, civilians, and contractors:</p> <ol style="list-style-type: none"> <li>1. IA End User Awareness: "Information Assurance - course #: DODIAX0000"</li> <li>2. Personal Identifiable Information: "USMC Personally Identifiable Information (PII) Annual Training - course #: PII0090000"</li> <li>3. Cyber Awareness Training: <ul style="list-style-type: none"> <li>Military - "Careless Keystrokes Can Kill - course #: CLKS01"</li> <li>Civilian/Contractor - "Lethal Keystrokes - course #: LTKS01"</li> </ul> </li> </ol> <p>All three training courses are available on-line via:</p> <p style="text-align: center;"><a href="https://www.marinenet.usmc.mil/marinenet/">https://www.marinenet.usmc.mil/marinenet/</a></p> <p>*****ALL THREE COURSES MUST BE COMPLETED TO RECEIVE CREDIT FOR CY11 ANNUAL TRAINING REQUIREMENT*****</p>	TSD
<p>28 NOV THRU 01 DEC</p> <p>TIME: 1200-1500</p> <p>PLACE: T&amp;E BLDG RM: 135</p>	NEW EMPLOYEE BENEFITS	MANDATORY	<p>THE PURPOSE OF THE NEO PROGRAM IS TO HELP PROMOTE AND GUIDE NEW EMPLOYEES THROUGH THE PROCESS. WE HOPE TO ACCOMPLISH THIS BY PROVIDING THE TOOLS, RESOURCES, AND INFORMATION NECESSARY TO WELCOME, GUIDE, AND TRAIN NEW EMPLOYEES.</p> <p>THIS COURSE IS PROVIDED ONLY AS GUIDANCE TO NEW EMPLOYEES. THIS TRAINING IS ALSO NOT A COMPLETE REVIEW OF POLICIES AND PROCEDURES THAT REGULATE THE DAY-TO-DAY FUNCTIONS OF MCAS CHERRY POINT. HOWEVER, THIS COURSE PROVIDES ANSWERS TO MANY OF YOUR QUESTIONS ABOUT THE FOLLOWING TOPICS:</p> <p>ADMINISTRATIVE GUIDELINES / ATTENDANCE AND LEAVE / COMPENSATION/ EMPLOYEE BENEFITS EMPLOYEE CONDUCT / GENERAL PERSONNEL PRACTICES / HEALTH AND SAFETY / HUMAN RESOURCE DEPARTMENT / INSURANCE / SEPARATIONS / YOUR PERSONAL RESPONSIBILITIES</p>	

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2 NOV  TIME: SESSION 1: 0800-1100  SESSION 2: 1200-1500  PLACE: T&E BLDG RM: 135	CLD: MEMORY POWER	TECHNICAL COMPETENCE  SELF-DIRECTION PRESENTATION MARKETING SKILLS	WHAT'S COVERED: THE TECHNIQUES THAT WILL ALLOW YOU TO ORGANICALLY AND EFFORTLESSLY RECALL VALUABLE INFORMATION. AS YOU IMPLEMENT THE TECHNIQUES YOU LEARN IN THIS SEMINAR, YOUR SHORT AND LONG TERM MEMORY WILL IMPROVE.  AFTER THIS SEMINAR YOU'LL BE ABLE TO: -REMEMBER THAT IMPORTANT STATISTIC OR CRITICAL BUSINESS MEETING; -REMEMBER LONG-TERM FACTS FOR EXAMS, PROPOSALS, OR BUSINESS MEETINGS; -LIMIT YOUR RELIANCE ON POST-IT NOTES AND ELECTRONIC REMINDERS.	TSD
10 NOV  TIME: 1100-1300  PLACE: T&E BLDG RM: 135	BROWN BAG: FED-TELLIGENCE	TECHNICAL COMPETENCE  SELF DIRECTION	COURSE DESCRIPTION: PROVIDES THE FEDERAL EMPLOYEE WITH NOT ONLY FACTS ABOUT THEIR BENEFITS, BUT ALSO HOW TO MAXIMIZE THOSE BENEFITS IN THE CONTEXT OF THE REAL WORLD.	TSD
16 NOV  TIME: 0800-1600  PLACE: T&E BLDG RM: 135	CLD: THE DE- COMPRESSION SESSION:  MANAGING EMOTIONS AT WORK	CONFLICT MGMT  CHANGE MGMT	IN A BUSTLING WORK ENVIRONMENT, SOUND STRESS MANAGEMENT PRACTICES ARE IMPERATIVE TO MAINTAIN MOMENTUM.  "THE DECOMPRESSION SESSION" WAS DESIGNED TO TEACH THE PRACTICAL SKILLS THAT KEEP BURN OUT AT BAY.  IN THIS VALUABLE SEMINAR, PARTICIPANTS LEARN TO MONITOR STRESS AND RESPOND IN REAL TIME ALLOWING FOR INCREASED EFFECTIVENESS THROUGHOUT THEI WORKDAY. THE RESULT IS A MARKED BOOST IN PRODUCTIVITY ANDI SATISFACTION.  COURSE HIGHLIGHTS LOWER YOUR BLOOD PRESSURE LEARN POWERFUL TECHNIQUES FOR DEALING WITH TOUGH EMOTIONS PRACTICE BUILDING RAPPORT WITH CHALLENGING PERSONALITIES SET GOALS TO CREATE POSITIVE CHANGE IMMEDIATELY  WHAT YOU WILL LEARN STRATEGIES TO MONITOR STRESS LEVELS	TSD
17 NOV  TIME: 0800-1600  PLACE: T&E BLDG RM: 137	CLD: LEAD FIRST..MANAGE SECOND	QUALITY PRINCIPLES	LEAD FIRST TEARS DOWN THE MANAGEMENT MYTH AND REBUILDS YOUR MOST VALUABLE HUMAN RESOURCE INTO A DYNAMIC PROACTIVE LEADER.  COURSE HIGHLIGHTS: 1. FIVE PRINCIPLES OF EXTRAORDINARY LEADERSHIP 2. HOW TO DELEGATE AND EMPOWER MORE EFFECTIVELY* 3. ENERGIZING PEOPLE AND TEAMS INTO ACTION 4. LEARN WHY YOU DON'T WANT TO BE "GOOD LEADER" 5. HOW TO GET, AND STAY IN SYNC WITH YOUR BOSS 6. THE ONE WORD YOU NEED TO HOLD EMPLOYEES ACCOUNTABLE 7. LEARN TO "LEAD" YOUR PEERS AND EMPLOYEES, AND "MANAGE" YOUR RESOURCES. 8. MAKE MORE "BLUE CARD" DECISIONS. 9. SET THE STAGE FOR BEING AN "EXTRAORDINARY" LEADER. 10. LEARN HOW TO HANDLE DIFFICULT PEOPLE AND SITUATIONS 11. INCREASE YOUR ABILITY TO INFLUENCE OTHERS.	TSD

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17 NOV  TIME: 0800-1600  PLACE: T&E BLDG RM: 135	TRAINING FOR IMPACT	QUALITY PRINCIPLES	<p>MODULE 1 – YOU'LL LEARN:</p> <p>THE 4 BASIC APPROACHES TO ANALYSIS: FOCUS GROUPS, INTERVIEW, SURVEYS, AND DOCUMENT REVIEW</p> <p>THE 3 FASTEST WAYS TO ASSESS NEEDS</p> <p>THE 2 MOST COST EFFECTIVE METHODS OF ANALYSIS</p> <p>THE 3 LEVELS TO SURVEY IN ANY NEEDS ASSESSMENT</p> <p>HOW TO USE NONREPETITIVE, REDUNDANT MEASURES - AND WHY IT IS SO IMPORTANT</p> <p>HOW TO STRUCTURE AND CONDUCT A FOCUS GROUP</p> <p>HOW TO CONSTRUCT, USE, AND ANALYZE A QUESTIONNAIRE OR SURVEY</p> <p>HOW TO ANALYZE AND INTERPRET DATA</p> <p>MODULE 2:</p> <p>THIS MODULE WILL GIVE YOU THE TOOLS, TECHNIQUES, AND STRATEGIES YOU NEED TO INSURE THAT THE SKILLS AND KNOWLEDGE YOU HELP PARTICIPANTS ACQUIRE PAYS OFF BACK ON THE JOB FOR THE ORGANIZATION. THE THREE PEOPLE WHO MOST CAN INFLUENCE WHETHER OR NOT TRAINING EVER GETS USED ARE THE MANAGER WHO SENDS PEOPLE, THE PARTICIPANT WHO ATTENDS, AND THE TRAINER WHO DELIVERS.</p> <p>IN THIS SESSION YOU'LL NOT ONLY IDENTIFY THE POTENTIAL BARRIERS - YOU'LL LEAVE ARMED WITH PRACTICAL, IMMEDIATELY USABLE STRATEGIES FOR MAKING TRAINING STICK BETTER THAN EVER BEFORE. YOU'LL ALSO UNDERSTAND WHEN YOU AS THE TRAINER CAN MOST INFLUENCE RESULTS (AND DURING THE TRAINING.</p>	TSD
18 NOV  TIME: 0800-1600  PLACE: T&E BLDG RM: 135	CLD: CAPTURE THE CONTENT	PRESENTATION  INNOVATIVE THINKING	<p>DURING THIS DAY YOU'LL LEARN:</p> <ol style="list-style-type: none"> <li>1. WHAT IT REALLY MEANS TO HAVE YOUR PARTICIPANTS "CAPTURE THE CONTENT"</li> <li>2. WHAT THE CPR, C.O.R.E., AND 90/20/8 MODELS AND WHY THEY'RE CRITICAL TO HELPING PARTICIPANTS "CAPTURE THE CONTENT"!</li> <li>3. 7 STEPS TO CREATING POWERFUL PROJECTS, CASE STUDIES, AND ROLE PLAYS</li> <li>4. WHY PARTICIPATION AND REVISITING KEY LEARNING POINTS ARE CRITICAL TO RETENTION AND ON-THE-JOB APPLICATION</li> <li>5. HOW TO EXPERIENCE AND DECONSTRUCT 12 POWERFUL CONTENT FRAMES - INCLUDING PROJECTS, CASE STUDIES, AND ROLE PLAYS</li> <li>6. HOW TO MAKE PROPS AND OBJECT LESSONS POWERFUL TOOLS FOR FULL ENGAGEMENT BY LEARNERS</li> <li>7. HOW TO USE ENERGIZERS TO TEACH AND REVISIT KEY CONTENT</li> <li>8. HOW TO USE CONTENT FRAMES TO ALLOW PARTICIPANTS TO USE THEIR OWN EXPERIENCES TO CREATE POWERFUL CONTENT</li> </ol> <p>AND MUCH, MUCH MORE.</p> <p>RESOURCE MANUAL - EACH PARTICIPANT WILL RECEIVE A COMPREHENSIVE RESOURCE MANUAL CONTAINING DESIGN AIDS, CHECKLISTS, TEMPLATES, EXAMPLES, AND AS WELL AS THE CORE SEMINAR CONTENT.</p>	TSD